



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

Office of Detention Facilities

April 30, 2018

Gregory Leck, Police Chief
Stoughton Police Department
321 South 4th Street
Stoughton, WI 53589

RE: 2018 LOCKUP INSPECTION

Dear Chief Leck:

Pursuant to Wisconsin Statute §301.37(3), an inspection of the Stoughton Municipal Lockup was conducted on April 23rd, 2018. The inspection compared the facility to the Department of Corrections Administrative Code Chapter DOC 349, applicable State Statutes, and best correctional practices. The inspection included a review of records and practices as well as a walkthrough of the detention area to assess the safety, sanitation, adequacy, and fitness of the facility. This correspondence will summarize the findings of the inspection.

PHYSICAL ENVIRONMENT – DOC 349.07

- The lockup was constructed after February 1, 1990 and thus falls under provisions of physical environment for new or substantially remodeled lockups. The inspection included a walkthrough of the detention area, which consists of two single-occupancy cells. A spot check of cell mechanical devices (e.g. washbasins, toilets, locks, etc.) were tested and worked properly.

While the fixtures in the cells were previously approved, administration is encouraged to add dimming capabilities to the lights for comfortable sleeping during overnight hours (to avoid continuous illumination).

SANITATION AND HYGIENE – DOC 349.08

- Administrative Code DOC 349.08(1) requires each lockup to have supplies of hygiene items including towels, soap, toothpaste, toothbrush, comb, toilet paper, and basic feminine hygiene materials. The inspection verified the facility has an adequate supply of these items. Replacement clothing is available (should an inmate's clothing get confiscated) and disposable blankets are issued upon request. Cell mattresses were observed to be in satisfactory condition.
- Administrative Code DOC 349.08(2) requires that each cell shall be cleaned and the toilet area sanitized after an occupant is released. Per the holding cell procedure #5.100 (Sanitation & Hygiene), the OIC is responsible to ensure the cell is cleaned after use. The cells were observed to be in satisfactory condition.

HEALTHCARE – DOC 349.09

- Per policy, an intake screening form is filled out for inmates placed into the detention area (completed forms were observed).
- Per policy, *“No person will be admitted to the holding cell if he or she is required to take prescription medication during the time incarcerated.”*

FIRE SAFETY – DOC 349.10

- Administrative Code DOC 349.10(1) requires each lockup to have and properly maintain fire alarms, smoke and thermal detectors, fire extinguishers, fire attack equipment, and self-contained breathing apparatuses (SCBA) which operate for at least 30 minutes. As noted in previous inspections, this facility has been granted a variance to the SCBA requirement. Fire extinguishers were observed during the inspection.
- Administrative Code DOC 349.10(2) requires each lockup to develop written policies on fire protection, evacuation, and training of staff in equipment use and evacuation. Policy #5.100 (Fire Safety) addresses this standard (although there is no specific mention of staff training).
- Administrative Code DOC 349.10(3) requires an evacuation route to be posted in a conspicuous place within the facility (an evacuation route was observed). There is a designated emergency egress adjacent to the two cells (the door alarm was tested).
- Administrative Code DOC 349.10(4) requires each lockup to arrange for a fire inspection by the local fire department at least once every 6 months. Documentation verified compliance with inspections completed on 6/2/17 and 12/5/17.

RECORDS AND REPORTING – DOC 349.11

- Administrative Code DOC 349.11(1) requires each lockup to keep a register of all inmates. Records revealed one adult inmate was held during CY17.
- As a reminder, Administrative Code DOC 349.11(4) requires staff to contact this office within 48 hours to report any of the following occurrences in the detention area:
 - 1) An inmate dies.
 - 2) An inmate attempts suicide and is admitted to a hospital or is treated for a life-threatening injury as a result of the suicide attempt.
 - 3) An inmate is hospitalized due to an injury.
 - 4) An inmate escapes or attempts to escape.
 - 5) There is significant damage to the lockup affecting the safety or security of the facility.

No such incidents were reported during this inspection period.

SECURITY – DOC 349.12

- Administrative Code DOC 349.12(1) requires lockup staff to physically inspect all areas of the facility occupied by inmates at irregular intervals of *at least once every 60 minutes* for routine wellness checks and *at least once every 15 minutes* for those individuals identified as having special needs. It should be stressed that these are minimal expectations and due to the unpredictability of newly detained individuals, more frequent checks are recommended.

A spot check of records verified compliance. As a reminder, any time an individual is confined in the lockup, there must be at least one employee of the same gender who is present and wholly responsible for the custody and care of that inmate (WI Stats. §302.41 & §302.42).

- Administrative Code DOC 349.12(2) requires that there shall be at least three (3) complete sets of lockup and fire escape keys: one set in use, one set stored in a secure place within the secure detention area, and one set stored in a secure place outside the detention area. It was reported and observed this facility has at least three (3) complete sets of keys (the “Miscellaneous” section of policy #5.100 addresses this standard).
- Administrative Code DOC 349.12(5) requires lockup staff to conduct monthly inspections of cell and fire escape locks and doors to ensure they are in good working order. Documentation verified compliance and staff properly demonstrated the opening/locking of cell doors.

POLICY AND PROCEDURE MANUAL REQUIREMENTS – DOC 349.16

- It is important that the temporary detention procedures are reviewed by lockup staff and administration on an ongoing basis to ensure continuity of operations and compliance with Chapter DOC 349. Please forward any proposed substantive changes to the policy manual to this office for formal review/approval.

SUICIDE PREVENTION – DOC 349.18

- It has been reported and lockup policy reiterates that individuals experiencing thoughts of self-harm or suicidal ideation are not allowed to stay in a cell. Emergency response equipment and cutdown tools were observed during the inspection. It has also been reported staff are trained in QPR (Question-Persuade-Refer).

DETENTION OF JUVENILES – DOC 349.21

- The Stoughton Municipal Lockup is not approved to hold juvenile offenders. It was reported and a spot check of records verified no juveniles were detained in CY17.

SUMMARY

An inspection of the Stoughton Municipal Lockup was conducted on April 23rd, 2018. The inspection included a review of records and practices, as well as a walkthrough of the detention area to assess the safety, sanitation, adequacy, and fitness of the facility. Records revealed one inmate was held during CY17. There were no individuals incarcerated at the time of the inspection. I am pleased to report no violations were documented during this visit.

APPROVAL

The Stoughton Municipal Lockup is approved for the temporary detention of two adult inmates (up to 72 hours). This approval is contingent upon the continued compliance with Chapter DOC 349 and applicable State Statutes. I would like to thank Lt. Patrick Conlin for his assistance and cooperation during the inspection. Please do not hesitate to contact this office should you have any questions regarding this year's inspection.

Professionally,

A handwritten signature in black ink, appearing to read 'N. White', with a stylized, cursive script.

Nathan White, Inspector

DEPARTMENT OF CORRECTIONS

Cc: Patrick Conlin, Lieutenant
Kristi Dietz, ODF
File